CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: CD0152
Classification Specification: Code Enforcement Officer
Salary Range: AF 34
Position Description: Code Enforcement Officer
Incumbent:
Location: Community Development

GENERAL PURPOSE:

Under the direction of the Building Official, perform a variety of technical tasks related to the interpretation and enforcement of designated City codes.

Work is characterized by responding to and investigating complaints alleging violations of City codes; taking appropriate actions in accordance with established procedures to achieve compliance. Work is also characterized by providing assistance and coordinating actions with other City departments as well as appropriate county and State agencies to obtain code compliance. Duties also include maintenance of related records and communicating information to complainants, citizens, City officials, staff and general public.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receive reports and/or complaints from a variety of sources communicating conditions which may constitute code violations. Create and maintain original reports and/or complaints and related records of subsequent actions.

Analyze complaints to verify code violations including conferring with other City staff with relevant expertise. Coordinate analysis and actions with other departments to achieve consistency and predictability in code interpretations and compliance actions.

Conduct investigations/inspections to determine actual conditions. When appropriate, refer information to other City departments and/or to responsible county or State agencies for enforcement.

Coordinate and track inter-departmental referrals of code violations and their

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Communicate code requirements, prohibitions and enforcement processes to complainants, violators, property owners, City staff, the media and others as necessary. Prepare and serve notices of violation and related code enforcement documents. Provide assistance to other City staff members responsible for code enforcement actions.

Act as expert witness providing code enforcement documentation for hearings and other legal proceedings.

Prepare and maintain statistical reports, records and evidence of code violations and enforcement activities. Report related information to City's Building Official and others as directed.

Meet with individuals and various groups such as; property owners, business owners, tenants, and employees; to discuss code violations, explain intent of codes and work to gain compliance.

Coordinate abatement actions as needed.

Participate in and assist with evaluation of code enforcement processes, regulations and codes. Propose changes and/or amendments as appropriate in an effort to enhance the City's enforcement capabilities and to assist the public in understanding and complying with codes and regulations.

Perform related duties as assigned.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- City ordinances and codes as well as other applicable laws, regulations, policies and procedures.
- City organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.

SKILLED IN:

- Record keeping techniques and in using related automated equipment.
- Oral and written communication including correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal communication using tact, patience and courtesy.
- Utilizing effective telephone techniques.
- Preparing clear and concise correspondence and written materials.
- Working with computerized information processing systems.

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- Analyzing situations accurately and adopting an effective course of action.
- Positively and effectively interacting with diverse individuals to accomplish a common goal.

ABILITY TO:

- Perform field inspections of structures and/or premises in poor and/or potentially dangerous condition.
- Obtain compliance with designated codes and City ordinances.
- Work and communicate effectively with the public, co-workers and a diverse range of people.
- Resolve conflicts in a positive manner.
- Read and interpret codes.
- Work independently with little direction.
- · Organize and maintain accurate records.
- Walk and climb for extended periods.
- Physically perform the essential job functions.

EDUCATION AND EXPERIENCE REQUIRED:

Education: Three years of college level course work in Pre-law, Law Enforcement,

Psychology, Public Relations or a related field; and

Experience: One year progressively responsible work as a Code Enforcement Officer

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties

listed above.

LICENSES AND OTHER REQUIREMENTS:

- Certification by the American Association of Code Enforcement as a Code Enforcement Officer within two years of employment required.
- Valid Washington State Driver's License.

WORKING CONDITIONS:

Work is performed in both an office and field environment and requires travel to a variety of locations to complete work. Employee may be exposed to all types of weather conditions and to potential hazards from unconfined animals, dilapidated structures and litter. Walking over rough terrain and some climbing may be required.

Position Description: Code Enforcement O SIGNATURES:			fficer Page 4		of 4	
Incumbent's	Signature	Date	Supervisor's Signatu	ıre	Date	
Approval:						
Department	Director/Designee	Date	Employee Services	Director	Date	
** Note:		aisal; when po	and updated yearly at ti osition becomes vacant			

Revised 7/8/97